

PRELIMINARY SUBDIVISION CHECK LIST

- _____ 1. Pre-Application Meeting
Whenever the subdivision or development of land is proposed within the jurisdiction of these regulations, the owner/developer is required to consult early and informally with representatives of the City Community Development Department and the City Engineering Department.
- _____ 2. The application form completed in its entirety.
- _____ 3. Basic Fee of \$250.00, plus \$30.00 per lot.
- _____ 4. Approved Land Disturbance Permit & BMP Permit & Tree Survey in compliance with the City of Foley Ordinances.
- _____ 5. 5 copies (24" x 36") of a preliminary plat that contains all information outlined in the Subdivision Regulations of the City of Foley. One (1) 8 ½ x 11 copy and One (1) 11 x 17 copy or a digital copy. (.pdf or .jpg)
- _____ 6. List of names and addresses of all adjacent property owners as they appear on the most recent Baldwin County tax record along with two (2) sets of mailing labels.
- _____ 7. Letters of commitment of utility services to the proposed subdivision from the appropriate water, sewer or septic, electric and gas company.
- _____ 8. Baldwin County submittal letter (**extra-territorial jurisdiction area**).
- _____ 9. E-911 submittal letter of street names.
- _____ 10. Legal Description of property

➡ The application shall be submitted by noon at least fifteen (15) business days prior to the Planning Commission's regularly scheduled meeting. The application deadline may vary if posted based on holidays or extenuating circumstances.



CITY OF FOLEY, ALABAMA
APPLICATION FOR;
PRELIMINARY

City Limits _____ ET _____

Date _____

1. Name of Subdivision _____

2. Name of Applicant _____ Phone _____
Fax _____
E-mail _____

Address _____
(Street Number and Name) (City) (State) (Zip Code)

If different from above, please provide:

Contact Name _____ Phone _____
Fax _____
E-mail _____

Address _____
(Street Number and Name) (City) (State) (Zip Code)

3. Owner of Record _____ Phone _____

Address _____
(Street Number and Name) (City) (State) (Zip Code)

4. Engineer _____ Phone _____
Fax _____
E-mail _____

Address _____
(Street Number and Name) (City) (State) (Zip Code)

5. Location of Subdivision _____

6. Total Acreage _____ Number of Lots _____

7. Parcel ID # _____ PIN # _____

8. Has the Foley Board of Adjustments granted a variance, exception, or special permit concerning this property? _____

If so, provide copy _____

9. I, _____, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Signature /Title _____

MailingAddress _____

Phone _____

Fax _____

E-mail _____

Preliminary Plat and Development Plan Contents Checklist

- ❑ Name, address, and telephone numbers of owner(s), subdivision designer, and mortgagors.
- ❑ Proposed name of subdivision, date, total amount of acreage to be subdivided, north arrow, graphic scale, and location description by section, township, and range, and tax parcel ID number.
- ❑ Vicinity Sketch Map (scale no smaller than 1 inch = 2000 feet):
 - relation of subdivision to existing street system and corporate limits of Foley
 - names and addresses of adjacent land owners of proposed subdivision
- ❑ Map of proposed subdivision (scale no smaller than 1 inch = 200 feet)
 - prepared and certified by a land surveyor registered in the State of Alabama
- ❑ Topography at contour intervals no greater than 2 feet and based on U.S.G.S. datum
- ❑ Location, dimensions, areas in square feet, minimum building setback lines, and lot and block numbers of all existing and proposed lots
- ❑ Zoning classification of the subdivision and all contiguous land
- ❑ Names and locations of all existing and proposed streets within the subdivision and adjacent to it including dimensions and curve data and locations and widths of rights-of-way. Names, locations, purposes, and dimensions of proposed alleys, easements, open space or common areas, reservations, lot lines, and building lines.
- ❑ Plans and profiles showing locations and typical cross-section of street pavements including curbs and gutters, sidewalks, easements, rights-of-way, manholes, and catch basins, as may be required, with natural and finished grades (scale no smaller than 1 inch = 100 feet horizontal and 1 inch = 10 feet vertical)
- ❑ Preliminary layout of proposed utilities and providers
 - showing feasible connections to existing and proposed utility systems
- ❑ Storm Drainage Plan with measures proposed to manage stormwater runoff
- ❑ Erosion and Sediment Control Plan
- ❑ Areas of proposed subdivision that are jurisdictional wetlands, flood plains, floodways, water courses, and waterways shall be clearly shown and identified.
- ❑ If required, a comprehensive traffic analysis, indicating the probable effect of the proposed development on traffic patterns and capacities of adjacent streets in the immediate area.
- ❑ Any other criteria deemed necessary or critical by the Planning Commission staff.
- ❑ If the proposed subdivision does not lie within the force and effect of the Foley Zoning Ordinance, a plan indicating the proposed use of the lots shall be included.



**MEMORANDUM OF BALDWIN COUNTY
TRANSMITTAL LETTER**

Date: _____

To: The City of Foley Planning Commission

Applicant certifies that submittals have been made for the following identified Extra-territorial development to the Baldwin County Engineer and the County Planning Officer as evidenced by the certificate affixed below:

Name of Subdivision: _____

Parcel ID # _____

Signature of Applicant: _____

I, the undersigned, hereby acknowledge receipt of plat and/or plans for the Proposed development named above. (Signature on this acknowledgement shall not constitute any approval of such plans whatsoever.)

Received: _____
Date

By: For the Engineer/Planner

**City of Foley Planning Commission Schedule
2008**

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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**PLANNING
COMMISSION
WORKSESSION**

**PLANNING
COMMISSION MEETING**

**NOON DEADLINE For
Next Month**

HOLIDAYS